

**OFFICE OF EMERGENCY SERVICES**

**PERFORMANCE SITE VISIT**

<b>GRANT NUMBER</b>	<b>GRANT AWARD PERIOD</b>	<b>GRANT AWARD AMOUNT</b>
RT07070330	10/1/07 – 6/30/09	\$303,678

<b>PROGRAM NAME:</b>	Residential Substance Abuse Treatment Program
<b>PROJECT TITLE:</b>	Residential Substance Abuse Treatment Program

<b>(1) ADMINISTRATIVE AGENCY:</b>	County of Riverside
<b>(2) IMPLEMENTING AGENCY:</b>	Riverside County Sheriff's Department
<b>(3) PROJECT DIRECTOR:</b>	Walter Meyer
<b>Address:</b>	1627 S. Hargrave Street Banning, CA 92220
<b>Phone:</b>	(951) 922-7263
<b>DATE OF VISIT: 11-19-08</b>	<b>Visit Conducted By: Leona LaRochelle</b>

**PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION**

<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Telephone/E-Mail Address</b>
11-19-08	Douglas Cady	Financial Director	(951) 955-2720
11-19-08	Walter Meyer	Facility Captain	(951)922-7320
11-19-08	Rosa Lazenby	Administrative Manager	(951) 922-7263
11-19-08	Essam Ali	Administrative Manager	(951) 955-4424

\_\_\_\_\_  
**Signature of OES Representative Conducting the Visit**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Section Chief**

\_\_\_\_\_  
**Date**

## PROGRAM VISITATION FORM

### I. PROGRAMMATIC REVIEW

#### A. General

- |  | YES                                 | NO                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Does the project being visited fit within one of the Following categories? (check only one) [ ✓ ] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | 2 <sup>nd</sup> Year;                              |
| <input type="checkbox"/>            | 3 <sup>rd</sup> Year;                              |
| <input checked="" type="checkbox"/> | Over four years; (Please specify) <u>10</u> years. |

#### 2. Operational Documentation

Does the project have current versions of the:

- |                          |                                     |                          |                          |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| a. Recipient Handbook    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### 3. Goals, Objectives, and Project Activities

*(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement)*

- |  |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|
| a. Has there been any <u>significant changes</u> in the way the project implements or sustains the objectives, and activities of this program?<br><i>If yes, has the project discussed the possibility of submitting a grant award modification?</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Is the project making satisfactory progress toward achieving the goals and objectives. If not, please explain.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

#### 4. Progress Reporting

*(Review the progress report format, content, and submission requirements)*

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project submitted all required reports on time? If not, please explain  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has the project kept accurate source documentation to support statistical data on the PR?<br><i>Electronic Excel Spreadsheets &amp; other statistical reports</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PROGRAM VISITATION FORM

### I. PROGRAMMATIC REVIEW (continued)

#### A. General (continued)

YES      NO      N/A

#### 5. Programmatic Source Documentation

*(Review documents maintained by project that represents data reported on PRs)*

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project developed an information retrieval system that provides accurate data?<br><i>(This system may be automated or manual)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the project use data summary sheets or other concrete documents that validate project performance/direct support?                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### 6. Project Staff Duties & Responsibilities

*(Assure that project staff have made other project staff available for interviews during the visitation)*

- |   |                                     |                                     |                          |
|---|-------------------------------------|-------------------------------------|--------------------------|
| a. Have all grant funded project staff positions been filled? If no, please explain.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| b. Are job descriptions “project specific”, rather than a copy of the “county, local agency job classification/position description?”<br><i>RT Staff has both county &amp; RSAT specific duties</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| c. Do project staff meet all special skill certifications required?<br><i>BA or Masters required</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| d. Are staff performing duties discussed in the Grant Award Agreement?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| e. Have project staff assumed duties for more than one OES funded project? If yes, please explain.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| f. Are there any programmatic problems that are unique to this project? If yes, please explain.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW

	YES	NO	N/A
<b>A. General</b>			
<b>1. Program Files</b>			
<b>a.</b> Is the project familiar with preparation requirements for the following frequently used OES forms:			
(1) OES Form 223, Grant Award Modification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) OES Form 201, Report of Expenditures and Request for Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Personnel Policies</b>			
<b>a.</b> Are written personnel policies in place & available to all employees? <i>Accessible on the intranet to all employees</i> <i>And in employee manual- hard copy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Do these policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick or other leave allowances, hiring and promotional policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Financial Requirements</b>			
<b>1. Functional Time Sheets</b>			
<b>a.</b> Does the project use the OES Functional Time Sheet for all project positions employed less-than fulltime? <i>Use their own form with coded position Numbers</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Are functional time sheets completed correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Duties of the Financial Officer</b>			
<b>a.</b> Has the project taken steps to assure that the duties of the financial officer are separate from that of the project director? (Separation of duties) <i>They are in separate buildings and duties are completely different</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW (continued)

#### B. Financial Requirements (continued)

**YES      NO      N/A**

- b. Do the financial officer and project director interact successfully on project expenditure decisions?

X		
---	--	--

#### 3. Program Match Requirements (Check this block if N/A) ▶▶

--

- a. This project has the following match requirement:

Cash match

In kind match

A combination of the above, approved by OES

X		

- b. Has the project provided documentation that verifies the use of local funds to satisfy match requirements?

X		
---	--	--

#### C.

#### Financial Source Documentation

1. Does the project maintain updated budget pages on all approved grant award modifications?

X		
---	--	--

2. Does the project maintain Confidential Funds?  
If so, are protective safeguards and policies in place?

		X
--	--	---

3. If project income is acquired, is it tracked and reported?  
If no, please explain

		X
--	--	---

4. Has the project submitted Reports of Expenditures on time?

X		
---	--	--

5. Are there other issues concerning project expenditures and reporting? If so, please explain.

	X	
--	---	--

## PROGRAM VISITATION FORM

### II. ADMINISTRATIVE REVIEW (continued)

#### D. Equipment

##### 1. Acquisition

YES NO N/A

- |    |   |                          |                          |                                     |
|----|---|--------------------------|--------------------------|-------------------------------------|
| a. | Are equipment purchases authorized budget items?  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. | Was equipment purchased in accordance with the Grant Award Agreement?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. | Does the project maintain inventory control logs of equipment purchased with grant funds? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

#### E. State/Federal Administrative Requirements

##### 1. Mandated State and Federal Programs

*(Determine whether or not the following documents are posted at the site visited)*

- |    |   |                                     |                          |                          |
|----|---|-------------------------------------|--------------------------|--------------------------|
| a. | A current Equal Employment Opportunity (EEO) Policy Statement?                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | A current "Harassment or Discrimination in Employment is Prohibited by Law" poster? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | A current Drug-Free Workplace Policy statement?                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **III. PROGRAMMATIC, ADMINISTRATIVE, AND FINANCIAL DISCUSSIONS** **(Provide a summary of observations, findings, and recommendations made during the visit)**

November 19, 2008, Leona LaRochelle, Program Specialist, from the Office of Emergency Services, Crime Suppression Section conducted a Performance Site Visit of the Residential Substance Abuse Treatment (RSAT) Program at the Larry D. Smith Correctional Facility in Banning. In attendance were Captain Walter Meyer, Project Director; Doug Cady, Financial Officer; Rosa Lazenby, Administrative Manager and Routine Program person; and Essam Ali, Administrative Manager and Routine Fiscal person. Dawn Jones, Supervising Correctional Counselor joined me later in a grand tour of the facility.

The RSAT program has been in operation at the Banning facility since 1998. Inmates are accepted into the program on a voluntary basis using the RSAT criteria, and upon availability of beds. The program has 64 beds dedicated to the RSAT program which are divided into half men and half women. The RSAT facility is set apart from the general population inmates. And from what Ms. Jones mentioned during my tour, they always have a waiting list of eligible participants wanting services. This program consists of a 180-day in-custody residential treatment plan, in which participants develop their cognitive, behavioral, social and vocational skills. This facility uses one of the most successful recovery models in the field: The Cognitive and Behavior Modification Therapeutic Model. The overall program goal includes an active participation in: an Adult Education course, receiving GED/High School Diplomas; completion of the 12-step Alcoholics/Narcotic Anonymous program; Vocational program opportunities, such as, construction work, landscaping, print shop, computer/office skills, including the development of job search skills, resume writing, and interview skills.

In Phase II of the program, after the inmate has completed Phase I (180-day custody treatment plan), an RSAT Aftercare Treatment Plan (copy was provided) is filled out by each participant. Aftercare is recommended and determined by the Correctional Counselor. A Probation Officer is contracted with RSAT who continues to monitor the offender after release and ensures drug testing is conducted. Referrals to sober living, and community based group therapy are considered in planning aftercare for each participant. In return, the success rate at Larry D. Smith Correctional Facility's RSAT program is around an 80% recovery rate.

The RSAT project has kept accurate and detailed source document records of participants entering and graduating from the program, and statistical reports on successful outcomes from the program. Fiscal records are kept in immaculate detail, maintaining the line item budget details to the Grant Award Agreement. The Reports of Expenditures are submitted on time, and no problems have been observed. Essam's records are very detailed, concise and orderly.

The 2008 Augmentation of funds helped to make the Counselors duties specific to RSAT only this year. All counselors are qualified with Bachelors or Masters degrees in the related field. All Employees' have county classification job descriptions, but RSAT employees have an added RSAT project specific job description; RSAT employee must adhere to both.

Equal Employee Opportunity (EEO) Checklist was covered, in which Rosa provided all documentation. Posters for all EEO requirements were posted in break rooms, as well as on the intranet for all employee access. Posted: EEO Statement, Nondiscrimination, Drug Free work place.

Dawn Jones, Supervising Correctional Counselor, provided a grant tour of the Larry D. Smith facility, as well as the RSAT component. She was very knowledgeable about the all areas in the facility. She showed me the Vocational work areas, the Computer office skills area, library, and a classroom teaching an Anger Management class where I was able to meet the teacher who was very enthusiastic about the curriculum taught; I believe it was Change Inc. Next Dawn brought me to the RSAT building which was set apart from the general population, where she showed me their rooms and counseling areas, and security posts. This is a well maintained facility which has plans to expand not only the entire facility but also the RSAT program beds if possible. This has become a very successful operation over the 10 years they have been involved in the RSAT program.

### **Recommendations:**

Progress Reports were discussed, and it was suggested that:

- N/A should not be used, but to put 0's in their place if there is nothing to report.
- Aftercare component was discussed. Due to the 2009 Federal RSAT Grant Award which has made strong encouragement to provide Aftercare and collect data for Federal reports, it is suggested that this data be reported on the recipients' semi-annual Progress Reports.
- An updated Progress Report will be provided by OES to all recipients to show this data in future reporting periods. Next Progress Report for the 2008 Augmentation will be due in the spring of 2009, and a notification will be sent with the new Progress Report form.

Questions Regarding new beds and air conditioner:

- Write a justification letter or concept statement, detailing your request: give a little background on the facility, history of the program, Why you want the beds/air conditioner for the RSAT unit, how it will fit into your objectives (justification), What will be the fiscal impact.
- Have you received bids for the job and costs,
- Your alternatives (can you use it for 25% match as you mentioned in the meeting) etc.
- When your justification letter is completed, submit it to us, we can review it and see if it is feasible. While it is in written form we can approve/disapprove it and Then you're good to go on drawing up your budget for it, if OES approves your request.